

# **ST EUPHEMIA COLLEGE**

**K-12**



## **STUDENT MEDICAL NEEDS AND FIRST AID POLICY**

**2014**

## **1. Policy Statement**

Students can develop a health condition that could impact on their learning, attendance and participation within school activities.

St Euphemia College ensures that all students are provided with:

- first aid
- emergency treatment
- temporary care
- administration of prescribed medications and health care procedures
- development of individual health care plans if appropriate.

## **2. Applicability**

This Policy applies to all teaching and administrative staff, students, parents and caregivers of St Euphemia College.

## **3. Context/Rationale**

St Euphemia College is committed to keeping students safe while they are at School. The school also seeks to provide opportunities for students to learn about and practise ways of adopting and maintaining a healthy, productive and active life through the Student Welfare Policy and other Key Learning Areas.

Parents/caregivers are primarily responsible for the health and wellbeing of their children. St Euphemia College will ensure that staff is allocated on playground duty to support the health needs of students when the need arises. St Euphemia College aims to support the wellbeing of all its students.

St Euphemia College will also provide reasonable first aid services and have adequately stocked first aid facilities. It will ensure that staff members hold current first aid qualifications and there is a staff member who is trained to administer prescribed medication.

## **4. Roles and Responsibilities**

### ***Responsibility of the Principal/Delegated Responsibility***

The Principal/Delegated Authority is expected to:

- implement the policy and procedures
- ensure the health and safety of all students when they are at school or involved in school activities
- consult with the parents or caregivers to determine the student's medical needs
- ensure Action Plans are kept current and reviewed at a specified time or where changes occur to:
  - the student's health needs
  - staff, particularly class teacher, year coordinator, or any staff member who has a Specified role in the Action Plan
  - other factors that affect the Action Plan, for example, camps or excursions
- ensure Action Plans are accessible to all relevant staff who provide direct supervision or are assigned to support students with a health need or health procedure
- ensure staff are aware of the school's procedures for medical or life threatening emergencies

- establish a system to regularly monitor and maintain equipment, medication and consumables and check expiry dates
- allow students with specialised health needs to wear medi-alert apparel
- ensure record management systems are in place for the administration of prescribed medication
- develop procedures to support student health and their needs, including:
  - first aid
  - temporary care of students who become unwell at school
  - the administration of prescribed medications and health care procedures
  - individual health care plans
  - immunisation documentation requirements
  - supply and storage of medication
  - provision of emergency care
- organise for staff to be trained in first aid procedures and ensure all staff have current first aid qualifications
- organise for staff members to be trained in the administration of prescribed medication where necessary
- inform staff of the medical needs of students under their care taking into account any privacy considerations.

#### ***Responsibility of Staff/Year Coordinators***

The Staff/Year Coordinators are expected to:

- take measures to protect students against foreseeable risk of injury or harm
- take reasonable care for the health and safety of all students and to cooperate with the School to ensure the health and safety of others, including assisting in an emergency
- ensure students receive medical attention including first aid
- support the implementation of Action Plans
- respect student privacy
- consider students' health needs when planning and managing risks in school curriculum activities
- provide parents or caregivers with a Medical Form for school camps prior to the event
- discuss proposed camps and excursions with parents or caregivers
- provide coordinators of camps and excursions with details of students' health needs prior to the event
- ensure casual staff have access to relevant information to support student's health needs
- pass on relevant medical information of a student to all teachers
- ensure that their first aid qualifications are current and up to date.

#### ***Responsibility of Administration/Support Staff***

The Administration/Support Staff are expected to:

- ensure details of students' health needs are recorded on the School's database
- ensure Action Plans are located with the student's emergency medication or equipment

- ensure that equipment, medication and consumables used to treat students' health conditions are:
  - stored in the original container and in accordance with the manufacturer's recommendations
  - readily accessible at all times (e.g. not locked in a cupboard or room)
  - available for use by the students for school activities held out-of-school hours, e.g. camps, co-curricular clubs, excursions, after school sport and training
- administer medications if qualified to do so
- administer first aid in accordance with policy and procedures
- take care of students who have become ill and keep them comfortable and safe until their parents or caregivers arrive to pick them up
- contact parents or caregivers of students who have been injured or have become ill
- handle enquiries from parents or caregivers
- attend staff meetings to become familiar with the medical needs of students
- support the Principal/Delegated Authority, teaching staff and students
- ensure first aid qualifications are current and up to date
- record the following in the 'Register of Injuries and First Aid Treatment'
  - head injuries
  - eye injuries
  - sprains and strains
  - deep cuts
  - burns
  - allergic reactions
  - difficulties in breathing
  - fainting
  - seizures
  - excessive bleeding
  - loss of consciousness
- record whenever medication is administered, or serious injuries occur
- ensure students are signed out by parents/caregivers when students are leaving the school due to illness and/or injury
- report immediately to the Principal/Delegated Authority of any serious injury or illness.
- maintain and restock the School's first aid supplies.

### ***Responsibility of Parents and Caregivers***

The Parents and Caregivers are expected to:

- cooperate with the school on student health matters and provide all relevant medical information, including information of:
  - medical conditions or illnesses
  - medical history
  - allergies (including food allergies) and possible reactions should exposure occur
  - medications taken by the student (including possible reactions)
  - health professional contact details
- liaise with the child's medical practitioner about the implications of any health condition and convey advice and information from the medical practitioner to the School
- if required, provide prescribed medication and 'consumables' for administration by the School
- where relevant, collaborate with the School in planning to support their child's health needs at school including updating information and reviewing Action Plans

### ***Responsibility of Students***

The Students are expected to:

- contribute to the provision of a healthy and safe school environment
- ensure that medication is taken correctly, for the purpose for which it is intended, by the person for whom it is intended
- cooperate with staff managing their health
- develop the understanding and skills needed to progressively manage their own health.

### **5. Monitoring, Evaluation and Reporting Requirements**

St Euphemia College seeks to ensure that all staff members, students, parents and caregivers are informed and comply with the Student Medical Needs and First Aid Policy regulations.

Incidents and injuries will be recorded as stated in this Policy and its accompanying procedures.

### **6. Policy Review**

This Policy will be reviewed and updated as required.